

Subject: Important Update: Adjustment to University Policy

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment to our university policies that will take effect on [Effective Date]. This change is part of our ongoing commitment to enhance the academic experience and ensure compliance with regulatory standards.

The updated policy pertains to [Brief Description of Policy Change]. We believe that this adjustment will [Explain Benefits of Change].

For your convenience, we have attached the detailed policy document for your review. We encourage you to familiarize yourself with the changes and reach out with any questions or concerns.

Thank you for your attention to this important matter. Your understanding and cooperation are greatly appreciated.

Best regards,

[Your Name]

[Your Title]

[University Name]

[Contact Information]